

BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, December 16, 2014
4:00 P.M.

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| Present: | Betty Anderson Susan Wathen Tim Goodman | Vice President Secretary Board Member |
| | Robert Stevenson Heath Hall Courtney Harris Mathew Munzlinger Jared Stewart Abe Gray Matthew Jones Kari Goodman | General Manager Director of Operations Administrative Assistant Water/Wastewater Facilities Engineer Electric Line Superintendent Finance Director IT Public Relations Coordinator |
| | James Lemon Dave Terassini Kevin Whitehead Danny Henley David Bleigh | City Attorney Bluebird/Director of Sales Bluebird/Account Representative Hannibal Courier Post Bleigh Construction |
| Absent: | Randy Park | President |

CALL TO ORDER

The meeting was called to order at 4:00P.M. by Betty Anderson.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Mr. Tim Goodman.

CONSENT AGENDA

- A) Minutes – November 18, 2014
- B) Payrolls – November 27, 2014, December 11, 2014
- C) Claims – November 2014

On motion of Tim Goodman, seconded by Susan Wathen, the Board voted unanimously to approve the Consent Agenda.

GENERAL MANAGER'S REPORT

Mr. Stevenson reported a series of brief electrical outages in the Surrey Hills area occurred and resulted in a slight decline of the availability statistics.

Mr. Stevenson noted Anita Failor with Wade Stables is unable to attend the meeting to present the FY2014 Audit Report.

Mr. Stevenson reported the Electric System Cost of Service Study has begun. The Water and Sewer Cost of Service Studies started last year and will continue until completed. The survey is expected to be complete by February 2015.

Mr. Stevenson reported Prairie State had 90% availability for the month and prices are steadily increasing.

PUBLIC RELATIONS

Kari Goodman reported the Key Accounts Program continues, and a Business Plan is in progress that will outline resources needed for the program.

Kari Goodman noted the HBPW adopted two Families through the Douglass Community Services Holiday Hope Program. The HBPW staff members will be purchasing gifts for these families in need.

Kari Goodman reported brochures are being made to be distributed to new customers at the main office and will also be given to local realtors and the Hannibal Chamber of Commerce to distribute.

OPERATION'S REPORT

Heath Hall reported the Linemen spent one week in the Surrey Hills area replacing animal protection devices and installing coated wire on transformers due to outages.

Heath Hall reported the Water Department had a significant water leak on Hwy MM that was repaired. The crew will be repairing the water line along Swan Street during the month of December.

Heath Hall reported the Sewer Department had three dry weather SSO's (Sanitary Sewer Overflows) during the month of November.

Heath Hall reported there is a leak on the raw water line near the Water Plant. Previous repairs have been made, but the damaged pipe has not been able to be sealed completely that is causing the leak. There are additional parts that have been ordered, and the line will be shut down within a couple of weeks to make the repair.

FINANCIAL REPORT

Abe Gray presented the Board with the financial results for the month of November. The department is working on streamlining the payroll time entry process, and developing a purchasing policy.

PROJECTS REPORT

Mathew Munzlinger presented the Board with an updated progress report of ongoing projects and a slideshow of photos. This includes projects from the Water System and Water Treatment Plant, as well as the Sewer System and WasteWater Treatment Plant. Mr. Munzlinger noted the progress of these projects and studies is acceptable and will continue as weather permits.

On motion of Susan Wathen, seconded by Tim Goodman, the Board voted unanimously to approve the Regular Reports.

SPECIAL REPORTS

Abe Gray presented the FY2014 Audit Report that was completed by Wade Stables. Anita Failor was unable to attend the meeting at this time. The Board discussed and reviewed the report, with the recommendation of approval.

On motion of Susan Wathen, seconded by Tim Goodman, the Board voted unanimously to approve the FY2014 Audit Report as presented.

Mr. Dave Terassini, Director of Sales of Bluebird Network presented a proposal and a project scope regarding the Fiber Optic Ring. Mr. Stevenson noted the HBPW has been given the opportunity to partner with General Mills, AT&T, and Bluebird Network to build a partial system of empty underground conduits for housing a future fiber ring. At this time the conduit system is half complete and the HBPW is still looking for more partnering opportunities. This would allow the City to keep up with the industry and technology of the future.

Mr. Stevenson reported he attended the Missouri Public Utility Alliance (MPUA) quarterly year end meeting in Columbia. Mr. Stevenson shared the year end statistics to the Board, and a report provided by Duncan Kincheloe, President and General Manager of MPUA.

COMMENTS FROM THE CITY ATTORNEY

NONE

COMMENTS FROM AUDIENCE

David Bleigh asked the Board why the City of Hannibal is not in charge of the implementation of the Industrial Park. Mr. Stevenson responded that the site has been in the works for a few years, and has now been certified. The HBPW is working in partnership with the City of Hannibal, and the property is partially owned by the HBPW.

Jim Bensman from MECO Engineering said thank you to the HBPW for doing business with their organization, and provided a gift for the staff members from their company.

GENERAL DISCUSSION

NONE

CLOSED SESSION

Susan Wathen made a motion to convene in closed session, in accordance with Section 610.021 (3) of the Missouri Sunshine Law, to discuss Personnel admitting Board Members, Robert Stevenson, Heath Hall, and Abe Gray. Motion seconded by Tim Goodman. ROLL CALL: AYES: Board Members, Betty Anderson, Susan Wathen, and Tim Goodman. NAYS: 0.

ADJOURNMENT

Susan Wathen made a motion of adjourn. Motion seconded by Tim Goodman and carried unanimously. The meeting was adjourned at 5:30p.m.

Robert W Stevenson

Robert Stevenson
General Manager

Susan Wathen
Secretary